



# iDMB

*A Newsletter for the Employees of the Department of Management and Budget*

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DEPARTMENT OF

Management & Budget

## Graphics give fresh look to DMB's visual identity

Spring's warmer and sunnier days find many people yearning for a fresh new look.

Just like people and their wardrobes, a product of the Department of Management and Budget is getting a fresh look as well. New graphic treatments have been designed to enhance DMB's logo, expanding options for visual materials.



# DMB

**Dan Stiles**, a designer with Print and Graphic Services, developed the new look. He used the department's circular logo with its drawing of the Capitol dome and incorporated complimentary elements to produce a bold new look.

The symbols are part of an ongoing effort to build a consistent image for DMB. That process began with the drafting of the department's style guide. The guide provided department staff with instructions for developing written reports as well as formats for writing business letters, suggestions for designing effective PowerPoint presentations, and directions for compiling meeting agendas and minutes. This effort will ensure that DMB's written communications share a consistent look and standards, which, in turn, contribute to the integrity and professionalism of DMB materials.

The new graphics include several logo variations, a new cover for DMB reports, and a Web banner for the department's intranet site, which is being developed. **Steve Davis**, an analyst with the State Building Authority, and **Erica Waltmire**, communications assistant in the Director's Office, used Stiles' graphics to design a template for PowerPoint presentations.

Although the new designs may be used on a variety of department materials, they cannot be used for letterhead or business cards, which must continue to follow the standard state government format.

Consistent use of graphic symbols is one component in enhancing DMB's institutional

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# News from the Offices

## Logistics chief to leave DMB

A reception has been planned to bid farewell to DMB's director of logistics.

**Gayle Pratt** will leave her job with state government to take a position managing fleet and transportation activities for a multibillion dollar firm in Minnesota. She said the prospect of managing global operations in a growing and diverse company is very exciting.

Pratt came to DMB six years ago as director of vehicle and travel services. She became logistics director in the department reorganization two years ago.

"It's a very tough decision to leave," she said. "State employees are great and very committed to providing responsive and excellent services to state government. It has been a pleasure working here."

The reception for Pratt will be held in the General Services Building lunchroom Thursday, April 22, from 1 to 3 p.m. All employees are welcome.

## DMBusiness: OS developing capacity and great workplace

*Each month, DMBusiness offers perspectives on Department of Management and Budget priorities. This month, Organizational Services Director Rose Wilson answers questions that affect the department for 2004.*

### What is your office doing to support DMB's 2004 priorities?

Building organizational capacity and developing a great place to do great work are major priorities. How are we doing this?

- We continue to focus on initiatives that support the state's vision and values efforts through employee feedback opportunities, action planning and communication.
- We are developing training programs to welcome and orient new employees and help current employees achieve new skills, particularly in leadership development, computer proficiency, behavioral competencies, and safety and health.
- We are exploring new programs like 360-degree review processes to provide feedback to supervisors and managers and succession planning programs to ensure a pipeline of strong internal candidates for positions as they become available.
- We are exploring project management training options with the Department of Information Technology (DIT) and will be rolling out new training options in the next few months.
- We are working with DIT to develop a DMB intranet as an important communication tool for both employees and our state government customers.
- We are researching what makes a company a great place to work, building a discussion on what would make DMB a "cool workplace."

We continue to support efforts to streamline operations and weather the budget crisis. For example, we are:

- conducting the Your Idea Count\$ program to generate cost-savings ideas;
- working with Civil Service on the Human Resource Optimization project that will create a statewide call center to address basic employee benefit and human resource transactions in a more efficient way;
- supporting implementation of statewide concession agreements by answering employee questions, providing information to the State Employer, and monitoring timekeeping and payroll processes; and
- working with other program areas to review outsourced initiatives for in-sourcing opportunities.

### What benefits will your office's efforts bring to DMB and state government?

Our job is to build your capacity for success. This includes helping employees learn new skills, grow in their career path and see greater communication and



# News from the Offices

## Kudos

The grounds crew and supervisor **Chris Rankin** were commended for their commitment to safety. Safety and health manager **Joel Hoffman**

**Living the Values** praised the crew for the hazard

assessment they developed for more than 35 operations they perform. This effort ensures that workers are aware of the appropriate personal protective gear needed for each of their processes.

"Chris and his team are to be commended for the superb job they did and for living the vision and values by demonstrating excellence, inclusiveness, growth and teamwork," Hoffman said.

## Warmer spring weather brings out motorcyclists

As warm weather returns to Michigan, motorists will see more motorcycles on streets and highways. Here are some tips to help all drivers share the road safely.

### Actively look for motorcycles

- Regularly scan around you while driving in traffic and expect to see motorcyclists.
- Check blind spots before changing lanes or merging.
- Double check traffic at intersections before moving.

### Anticipate problems and predict reactions

- Poor weather conditions, bad roads, flying debris, oil slicks or snarled traffic present dangerous situations for motorcyclists.

### Allow a minimum two-second "cushion"

- To determine this cushion, pick a fixed object ahead of you. As soon as the vehicle in front of you passes the object, sound off, "one thousand one, one thousand two" and note the distance.
- Use a four- or five-second following distance in poor driving conditions or at higher speeds.

### Watch left turns

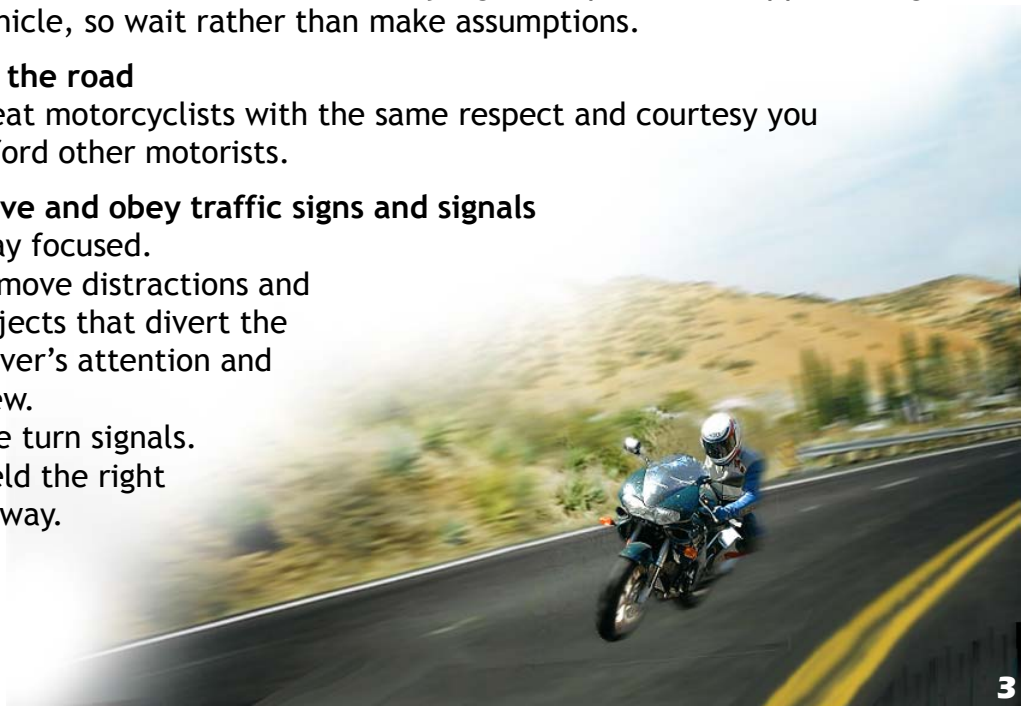
- Most crashes between vehicles and motorcycles involve turning left at an intersection. Motorists often misjudge the speed of an approaching vehicle, so wait rather than make assumptions.

### Share the road

- Treat motorcyclists with the same respect and courtesy you afford other motorists.

### Observe and obey traffic signs and signals

- Stay focused.
- Remove distractions and objects that divert the driver's attention and view.
- Use turn signals.
- Yield the right of way.



# News from the Offices

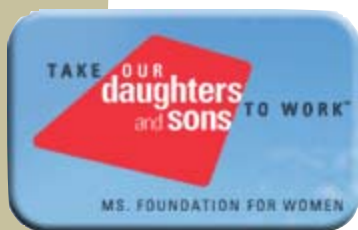
## DMB kids visit April 22

Employees in offices across DMB will host their children April 22 on Take Our Daughters and Sons to Work Day.

A series of activities are being planned to allow the young people to experience their parents' workplaces and jobs and learn more about Michigan government.

The original observance of Take Our Daughters to Work Day was founded in 1993 by the Ms. Foundation for Women. Workplaces across the country expanded the concept to enable all children to learn about jobs and to connect the ways classroom learning applies to the world of work. The foundation adopted the current name in 2003.

Last year, parents in every DMB office introduced their children to the many jobs they perform in service to the people of Michigan.



## Department offices plan activities for children's visits to DMB

When children visit on Take Our Daughters and Sons to Work Day, they can do more than see mom's cubicle or meet dad's boss. Kids who come to the Department of Management and Budget April 22 may visit some well-known state buildings and learn a bit about state history, too.

Many special activities are planned for offices and at the department level on this annual visitation day. Children may see where their parents work, meet the people they work with, and learn about the jobs they do for state government. They also may visit the building where laws are made, walk through a reconstructed mining site, or see a large utility plant.

**Guided tours:** Children and parents may join guided tours of the Capitol, the Michigan Hall of Justice, the State Library and Museum, and the Energy Center. The library and museum tour is approximately one and one-half hours, and the others are approximately one hour. A parent or designated adult must accompany children; however, only one adult from each area needs to escort tour groups.

**Capitol: 9 and 10 a.m., 1 p.m.** This tour of the building also gives visitors information about the legislative process and the three branches of government. Visitors can view the Rotunda, House and Senate chambers, historic Supreme Court chamber and the governor's office (if available).

**Hall of Justice: 10 and 11 a.m., 2 p.m.** This six-story facility houses Michigan's Supreme Court and Court of Appeals. The building, which opened in 2002, is constructed of limestone, granite and marble, symbolizing the permanent things on which the constitutional republic is founded: justice, freedom and self-government under the rules of law.

**Michigan Library and Museum: 9 and 10 a.m., 2 p.m.** Museum tours let participants travel through Michigan history from prehistoric times to the late 20th century. Major exhibits include a three-story relief map of Michigan, a U.P. copper mine, a one-room schoolhouse, a 1920s street scene, the 1957 Detroit Auto Show and a diorama of lakes and land, complete with a rustic cabin and lighthouse.



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# News from the Offices



## New graphics add pizzazz to DMB look

(continued from page 1) image. Large organizations rely on this consistency to establish an awareness of the services or products they offer as well as demonstrate the integrity of the organization.

The new graphics will be made available on DMB's X drive. Guidelines for using the images are being developed and added to DMB's style guide, which is undergoing its first revision. Links to the new graphics and the revised style guide will be provided in an upcoming edition of the iDMB Weekly.

## DMB annual report offers outline of employee efforts

Cutting more than \$102 million in state contracts is just one accomplishment that Department of Management and Budget employees achieved in 2003.

This success was among many featured in an annual report compiled by the director's office and released in March.

"The report shows how DMB has saved money by ratcheting down administrative costs and streamlined government operations," said Mitch Irwin, director of DMB.

It also highlights the important role employees played in the process.

"The report intentionally places an emphasis on the heart of DMB: Our employees," Irwin said. "I applaud our hardworking staff who, in cooperation with other state agencies, made those cost-saving and efficiency efforts a success."

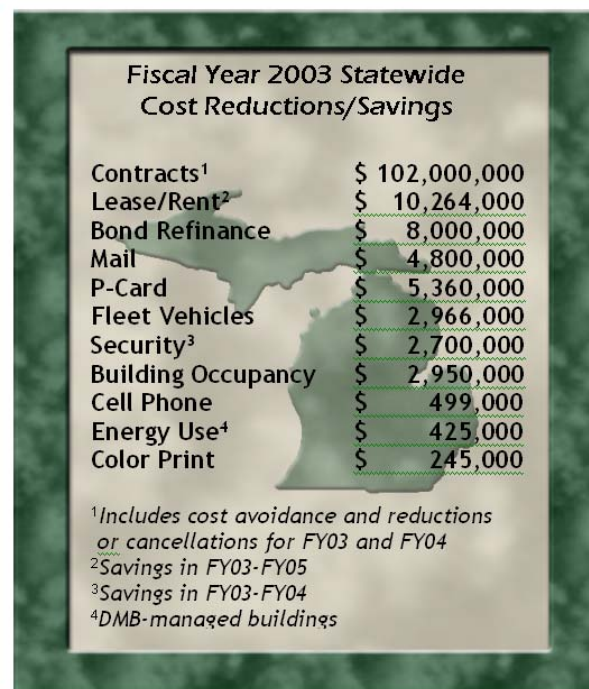
Many 2003 accomplishments focused on saving money and improving customer service. In these areas, DMB employees:

- identified unnecessary options in more than 1,500 contracts;
- Froze expenditures for unnecessary service contracts and consultants and terminated more than 50 contracts;
- worked with more than 500 vendors to obtain discounts;
- improved the process to dispose of surplus state land;
- improved responsiveness for homeland security and emergency efforts;
- joined with other governmental units to leverage purchasing power; and
- helped improve accountability in state spending.

The report included a historical look at DMB offices and functions and outlined its strategy for the future.

"We will continue to use the insight we gain as state government's service center to identify areas for streamlining and greater efficiency while maintaining first-rate customer service," Irwin said.

Employees can read the complete report on DMB's interoffice X drive. To view the PDF file, follow the path [X:\OS\annual report](#). Acrobat Reader is needed to view the document.





# News from the Offices

## Employee gets the 'big picture'

In projects involving staff from several DMB offices, processes may be smoother if participants understand the work their colleagues perform.

State Building Authority employee TeAnn Smith was able to see the "big picture" April 1 when she spent the day with colleagues from the Office of Facilities. Smith accompanied Bob Rogers, survey technician, and John Spencer, survey manager, as they surveyed the Kellogg Community College Roll Building. The pair showed Smith the survey process and explained how Global Position System and Total Station System equipment is used.

"I was able to learn how some of the new technology is used as well as learn the classic method of surveying," Smith said. "It was helpful to see where the information

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## Law school externs assist DMB

When some people think of lawyers at work, they imagine the attorneys arguing in the TV courtrooms of "Law & Order" or engaging in the plot twists of a John Grisham novel.

But attorneys work in all kinds of jobs, and two attorneys-to-be are exploring their career options in the Department of Management and Budget. **Shannon Price** is working in Acquisition Services, where she is reviewing and reorganizing contract language. **Paul Vargas** is assigned to the Real Estate Division in the Office of Strategic Asset Management, where he is reviewing leasing materials.

Price and Vargas attend Cooley Law School in Lansing and are participating in a 14-week externship program. Cooley externs work at least 20 hours per week in a legal environment outside the law school. They receive academic credit for the externship,

but they are not paid for their work. Although they don't receive a salary, they do gain valuable experience.



Paul Vargas and Shannon Price

"I've learned a lot," Price said. "I didn't know exactly what buyers did. It's helpful to get their input as I am doing contract language."

Price, who reports to **Jim Konrad**, has revised and simplified language in several contract templates. She has placed the templates online, where they are available to agencies that draft contracts for purchasing goods and services.

Vargas also has spent time reviewing legal paperwork. He has made sure that leasing files are complete, flagged files to let real estate staff know where adjustments are needed, and separated and categorized a variety of memos from the attorney general to help analysts find information easily.

"I had no idea how important these kinds of legal memoranda are," he said. Many lease materials are reviewed by the attorney general's office, and Vargas has a better understanding of the importance of being accurate.

"I feel like I have learned a lot more of what goes on behind the scenes, as far as all the documents that need to be prepared in order for leases to go through," he said. "It was a complete shock to me how complicated it can get."

Vargas' DMB supervisor is **Joe Chin**.

Both students have served on the Thomas M. Cooley Law Review and are concentrating in areas of business law. Vargas earned his undergraduate degree at

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# News from the Offices

## Employees finding that idea\$ count

Since it was initiated in March 2003, the Your Idea Count\$ program has generated more than 130 suggestions for cutting costs and streamlining state government.

Employees have submitted ideas ranging from turning off building lights when facilities are not occupied to reviewing custodial services to reduce cleaning costs.

Employees are encouraged to continue sending cost-saving ideas for the program. Suggestions may be sent by e-mail to [nemanisp@michigan.gov](mailto:nemanisp@michigan.gov).



## DMB hosts law school externs

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Loyola Marymount University in California, where he studied political science and business administration. He will graduate cum laude in May. Price earned her bachelor's degree from West Liberty State College in West Virginia. She studied economics and criminal justice. Price is second in her law school class and will graduate in January.

Both expressed very positive feelings about their experience in DMB and the unexpected things they have learned. For example, Vargas was surprised at the number of documents that are prepared in the lease process.

"It's a much bigger animal than I expected," he said. "It can get tricky."

The DMB director's office encourages offices to arrange for student interns and externs to help with departmental work. The practicum programs with educational institutions allow students to gain experience or course credit in exchange for their services. The work they perform generally is related to their area of study and allows them to develop professional skills.

DMB managers and supervisors who want more information about these student programs may contact Carol Keyes, Organizational Development, at 241-4664 or [keyesbaubieC@michigan.gov](mailto:keyesbaubieC@michigan.gov).

## OS develops employees' capacity

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understanding at all levels. We are contributing our efforts to resolving tough budget problems and, with your help, making DMB a place we could proudly point to as a great place to work.

### What do you need from all of us in DMB to help you succeed in your effort?

Two things really. The first is engagement - active participation in dialogue sessions, brainstorming sessions, Your Idea Count\$, training opportunities and communication at all levels. The second is constructive feedback on day-to-day operations and new initiatives. The nature of our function involves us with all employees daily. Please tell us how we can serve you better.

### How will HR Optimization affect our Human Resource Services function?

Many of you have asked what the HR Optimization project means for you and us. The HR division will lose three staff positions as some transaction processing functions move to a central call center. Our affected staff are interviewing for jobs at the call center and in other areas, and we will assist them in any way possible. For our employees, many routine phone calls on benefits and payroll changes will be handled by the statewide call center. Activities such as labor relations, recruitment, leave administration and HR consulting services will remain with us. Some individual assignments may be restructured. The call center is expected to go live in August.

# News from the Offices

## Correspondents:

### Acquisition Services

Marilyn Becker

Penny Saïtes

### Agency Services

Geneva Hawthorne

### Director's Office

Jeanette Doll

### Financial Services

Terri Powers

### Office of Facilities

Diane Perrelli

### Organizational

### Services

Jeannette Bekke

### Retirement Services

Rosemary Baker

### Strategic Asset

### Management

Steve Davis

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## Director of Organizational Development:

Tim McCormick

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## Job shadowing offers new understanding

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comes from and how it is recorded."

The building authority - which is the primary resource for financing the acquisition, construction, and renovation of buildings and equipment for state, public universities and community colleges use - routinely obtains survey data from the facilities staff. Survey results must be included in the lease and to initiate the commercial paper program for funding.



State Building Authority analyst **TeAnn Smith**, right, shadows Office of Facilities survey technician **Bob Rogers** during fieldwork at Kellogg Community College.

## DMB children to visit April 22

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**State Energy Center: 9 and 11 a.m., 3 p.m.** This center houses the heating, cooling and electrical equipment that supplies energy to the entire Secondary Complex. The central boiler plant converts fossil fuel into heating energy and provides high-pressure steam and medium-temperature hot and chilled water to all buildings at the site. More than 11,700 square feet of concrete reinforced tunnel distributes the steam and water, and tour participants will be able to explore a part of this tunnel. **Children must be at least 12 years old to participate.**

**Videos:** Three videos on Michigan history will be shown in the new DMB training room, now located at the northwest corner on the second floor of the Lewis Cass Building. Moviegoers will enjoy popcorn during the screenings. Videos include:

**"Keweenaw Copper," 9 a.m. and 2 p.m.** - Former Secretary of State Candace Miller narrates this film about the 1843 copper boom - the first great mining rush in U.S. history. The wealth and industry that this boom brought built the communities in the northwest Upper Peninsula.

**"Shipwrecks," 10 a.m. and 3 p.m.** - This Emmy-Award winning film shows events surrounding major Lake Superior shipwrecks.

**"A Walk through Time," 11 a.m. and 4 p.m.** - This video presents the personalities who made Michigan what it is and shows how Michigan helped shape America.

All events are available at no charge; however, parents are asked to make reservations for the building tours. **To reserve spots, contact Cindy Shaw** in Organizational Development, shawc@michigan.gov or (517) 335-5283.